Please forward assigned FOIA request to your Division Director <u>so they can determine and directly notify the RA or RA-D</u> that they need to be assigned the FOIA request for responsive records. (This includes 6RA or 6RA-D) Also, if a determination is made that the FOIA request needs to be assigned to a different Division, please inform the FOIA Office.

FREEDOM OF INFORMATION ACT REQUEST
EPA-R6-2014-010057

REQUEST DATE: September 3, 2014   **REQUEST RECEIVED:** September 4, 2014

REQUESTOR INFORMATION:

Mrs. Kathy Spiritoso
Pilko
700 Louisiana St., Suite 4500
Houston, Texas 77002

Email: kathy@pilk.com   **Work Phone#** 713-357-0908
Fax No.   713-357-0990

FEE CATEGORY: Commercial

SUBJECT

I am submitting this FOIA request for copies/digital files of compliance related information (Enforcement/Notice of violation files, Consent Decrees/Administrative orders, fines/penalties and spill information for the last 5 years.

************************************ASSIGNED OFFICE(s)**************************************

6EN
6SF
6RC

DUE DATE: October 2, 2014
************************SPECIAL INSTRUCTIONS TO DIVISIONS****************************
1. Always note Fee commitment by requester: $ 150
2. Call the requester with a fee estimate, if cost is expected to exceed amount committed $ 150
3. Each Division must obtain Division Director or delegate concurrence on denial log before routing to ARA signature.
4.   Send a copy of the response and cost information sheet to the FOIA Office (6MD-OE).
****************DO NOT WRITE IN THIS SPACE, FOR FOIA OFFICE USE ONLY***************
BILLABLE COST

	$4.00	$7.00	$10.25	Pages	Other	TOTAL
6EN						
6SF						
6RC						

ADMINISTRATIVE COST

Postage	Free Docs.	Other		TOTAL

EPA-R6-2014-010057

I am submitting this FOIA request for copies/digital files of compliance related information (Enforcement/Notice of violation files, Consent Decrees/Administrative orders, fines/penalties and spill information for the last 5 years.

The following are a list of the sites/Facilities:
1) Citgo Refinery, 1802 Nueces Bay Blvd., Corpus Christi, TX 78407
2) Citgo Refinery, 4401 Highway 108, Lake Charles, LA 70601
3) Citgo Terminal, Highway 108, Truck Terminal, Lake Charles, LA 70602
4) Citgo Terminal, 11001 R.L. Ostos Road, Brownsville, TX 78521
5) Citgo Terminal, 1398 Oak Park Avenue, Corpus Christi, TX 78407
6) Citgo Terminal, 2505 North Port Ave., Corpus Christi, TX 78401
7) Citgo Terminal, 4851 Emil Road, San Antonio, TX 78219
8) Citgo Terminal, 1708 N. Ben Jordan Blvd, Victoria, TX 77901
9) Lakemont Pipeline (located in Texas & Louisiana)
10) Casa Refined Products Pipeline System (located in Texas)
11) Sour Lake Crude Pipeline system (located in Texas & Louisiana)

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
REGION 6
1445 ROSS AVENUE, SUITE 1200
DALLAS, TX 75202-2733

CERTIFICATION OF ADEQUACY OF SEARCH ON
"NO RECORD" RESPONSES

I, _____, certify that I am employed by the Environmental Protection Agency, Region 6, in Dallas, Texas (or acting as a representative) as _____, that I am familiar with the records requested and/or that I am responsible for conducting the search for responsive records for Request Identification Number 06-FOI-_____, and that I have conducted an "adequate" search for responsive records by searching the below listed location(s) (as applicable):

1.

2.

3.

I further certify that I am aware that a search for responsive records need not be perfect, only adequate and that adequacy is measured and/or determined by the "reasonableness" of the effort of the search in light of the specific request. Specifically, I have searched for the documents in all places that it is practical for the documents to be located. Moreover, after conducting an adequate search for records on behalf of the _____ Division/Unit, I have located no records responsive to this request or portions thereof. Further, I am attaching an itemized listing of all records which my search supports are not in the Region's possession.

Date: _____

Signature of Person Conducting Search

Date: _____

Signature of Designated Supervisor for Person Conducting Search

STAFF CHECKLIST FOR TRANSMITTAL OF RECORDS/INFORMATION
06-FOI-_____

	YES	NO	N/A
Program has responsive records	_____	_____	_____
Searched all possible locations (hard copy/e-mail, files in workstation, file rooms, hard/flash/shared drives, CDs, blackberries etc.)	_____	_____	_____
Advised RFO/DFC of any special circumstances/ Sensitivity related to the FOIA Request	_____	_____	_____
Consulted with the FOIA Requester and/or RFO/DFC for further clarification of the request	_____	_____	_____
Completed "Certification of Adequate Search" form for "No Records" Response	_____	_____	_____
Completed Cost Sheet	_____	_____	_____
Provided responsive records to the assigned FOIA specialist by due date on transmittal form	_____	_____	_____

Date:_____ Signature:_____ ext._____
Printed Name:_____ Office Name:_____

COMMENTS:_____
_____
_____
_____
_____

THIS FORM SHOULD BE COMPLETED AND RETURNED TO THE REGIONAL FOI OFFICER ALONG WITH THE RESPONSIVE RECORDS, A COSTS SHEET AND 'NO RECORDS" CERTIFICATION FORM (IF NECESSARY), FOR EACH FOIA REQUEST PROCESSED.

FOIA FEE CALCULATION WORK SHEET

1. REQUEST NUMBER 06-FOI-	2. TYPE OF REQUESTER	3. DATE COMPLETED / /	4. ACTION OFFICE

NOTE: The Freedom of Information Act and EPA's regulations state that the Federal Government must obtain a fee commitment from a FOIA requester before billing can occur. So if no fee commitment is plainly given in the request letter or if other Division also have records, please contact the requester. Provide the requester with an estimate. Make sure the requester understands what program records you refer to and make a note of his/her fee commitment.

5. FEE COMMITMENT AMT.	6. DATE OF VERBAL/WRITTEN COMMITMENT		7. FEE COMMITMENT RECEIVED FROM	
8. CLERICAL PERSONNEL		TOTAL HRS.	¼ HOUR RATE	COST
a. Search - $ 4.00 @ ¼ HOUR			x $ 4.00	
b. Review - $ 4.00 @ ¼ HOUR			x $ 4.00	
9. PROFESSIONAL PERSONNEL		TOTAL HRS.	¼ HOUR RATE	COST
a. Search - $ 7.00 @ ¼ HOUR			x $ 7.00	
b. Review - $ 7.00 @ ¼ HOUR			x $ 7.00	
10. MANAGERIAL PERSONNEL		TOTAL HRS.	¼ HOUR RATE	COST
a. Search - $ 10.25 @ ¼ HOUR			x $ 10.25	
b. Review - $ 10.25 @ ¼ HOUR			x $ 10.25	
11. DUPLICATION/REPRODUCTION		TOTAL	RATE or ACTUAL	COST
a. Paper or Computer Page (2 sided copy = 2 pages)			x $ .15 pg =	
b. Diskette or CD (Specify) 3 CDs			$ 1.00 each =	
c. Microfiche			x $ 1.00/sheet =	
d. Microfilm			x $10.00cartridge =	
e. Video or Audio Cassette (Specify)			x $ 5.00 each =	
f. Maps			x	
g. Photos				
12. OTHER COSTS		TOTAL	RATE or ACTUAL	COST
a. Computer Cost			x	
b. Certifications			x $25.00 =	
c. Special Handling-Overnight Mail			x	
d. Other (Specify)			x =	
13. Actual Admin. Cost for Non-billable Staff time		TOTAL	¼ HOUR RATE	COST
a. Preparer's Name Grade/Step			x =	
b. Preparer's Name Grade/Step				
14. FOR FOIA OFFICE USE ONLY				

14. FOR FOIA OFFICE USE ONLY
a. TOTAL ADMINISTRATIVE/PROCESSING FEES_____   c. TOTAL CHARGED_____
b. TOTAL COLLECTABLE FEES_____   d. FEES WAIVED/REDUCED YES OR NO